



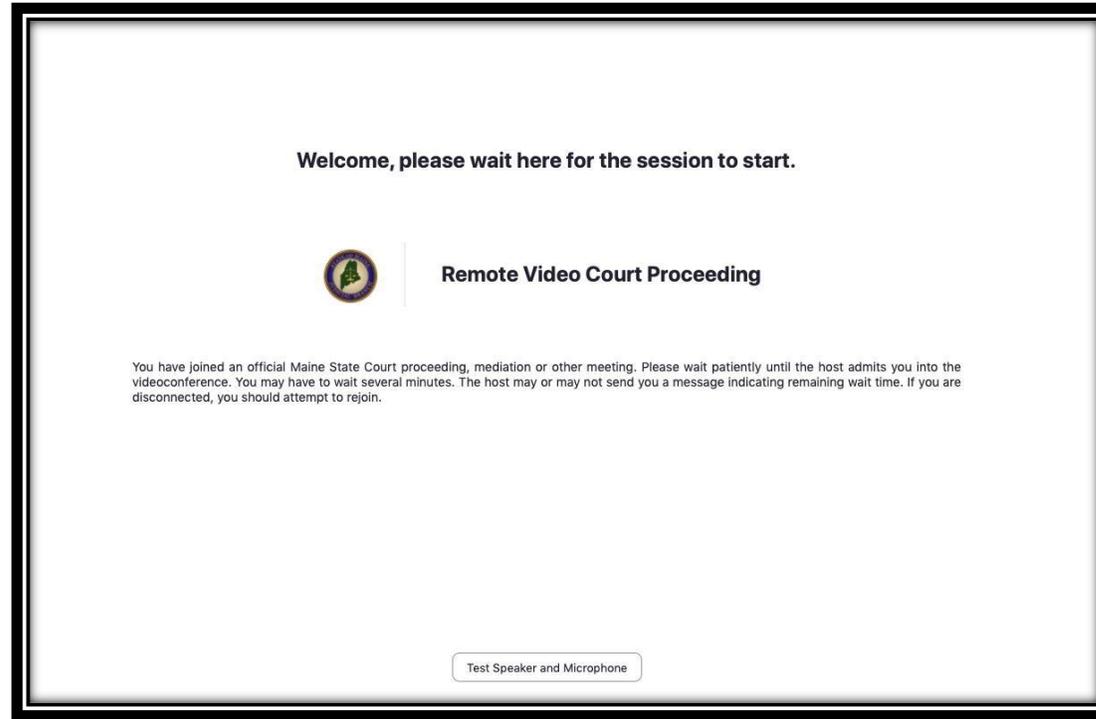
# Video Remote Court

---

PROCESS AND WHAT TO EXPECT

# Joining the Session

- When you first join the meeting, you will see the Waiting Room screen. You and all other participants will need to wait for the host to admit you to the main session.



- You may need to wait in the Waiting Room for several minutes before the host admits you to the main session. Please be patient and do not disconnect from the session.

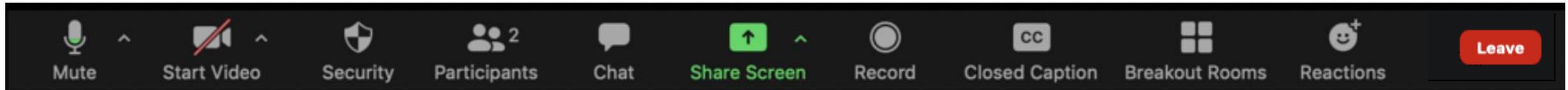
# Beginning the Session

- The clerk will admit all participants from the Waiting Room either one at a time or as a group.
- The judicial officer will give a short introduction and take attendance.
- The host will then show a brief Power Point presentation that explains the important features of Zoom.
- The host may also show another video or presentation depending on the type of case or proceeding.



# Important Zoom Features

- At the bottom of your screen, you will see the Zoom control panel.



Mutes/unmutes  
your microphone

Turns your camera  
off/on

Shows a list of  
all participants  
in the meeting

Allows you to  
type messages to  
all participants

Allows you to  
share your screen

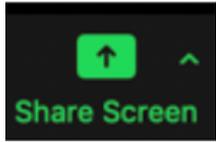
Turns on closed  
captioning

Allows you to join  
breakout rooms  
(if created by the host)

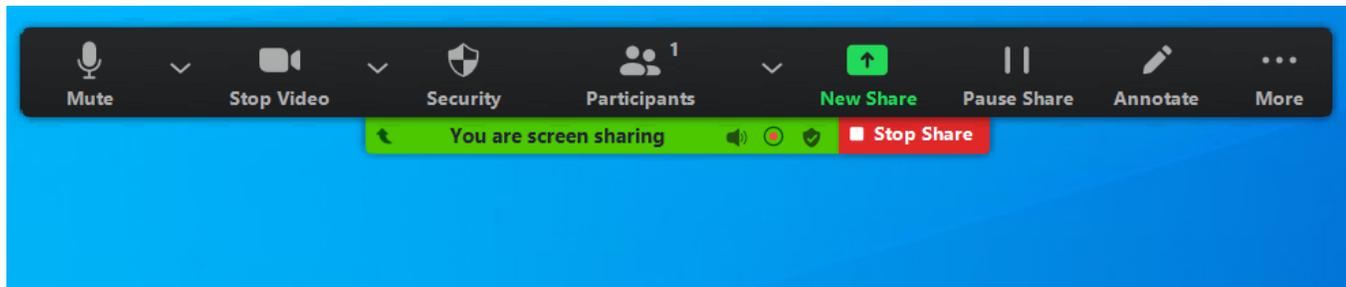
Leave the  
meeting

# Sharing Your Screen

- During the session, you may want to share something on your screen.
- Click on the green **Share Screen** button on your Zoom control panel.



- You can choose to share your whole screen, or you can select a file that you already have open. Select what you would like to share and then click **Share** to start sharing your screen.
- You will now see screen sharing controls at the bottom of your Zoom control panel. To stop sharing your screen, click **Stop Share**.



**IMPORTANT:** Please confirm with the judicial officer before sharing anything from your screen.

# Breakout Rooms

- For some court proceedings, you and other participants may be placed in **breakout rooms**. These are virtual conference rooms separate from the main Zoom session.
- When you are in a breakout room, you can only see and hear other participants who are in the same breakout room.
- If the proceeding will be using breakout rooms, the host will invite all or some participants to join their assigned breakout rooms. You will either automatically join the breakout room, or you may see a message asking you to join the breakout room.

You have been assigned to Breakout Room:

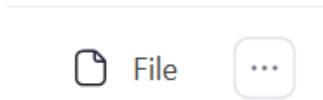
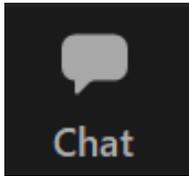
Breakout Room 2

Join Breakout Room

- If the host decides to close the breakout rooms, you will receive a notification that the breakout rooms are closing and you will be brought back to the main session.

# Sending Files to the Court

- During the proceeding, you may need to send the court documents, pictures, or other files. There are three ways you can send files electronically to the court:
  1. Click on the **Chat** button on your Zoom control panel to open the chat menu, click **File**, select the file(s) you would like to attach, and then click **Open** to send the file(s).



2. Email the clerk your file(s) at the email address provided to you.
3. For large files such as videos, the clerk may email you a link where you can attach your file(s) which will be automatically sent to the court.

**IMPORTANT:** Please confirm with the judicial officer before sending files electronically to the court.

# Technical Difficulties?

- If you need Zoom support, please visit:

<http://www.courts.maine.gov/courts/remote>

<https://support.zoom.us>

Or, [contact your court](#) if you are unable to connect to the session.

- If someone drops from the proceeding, please be patient. The session host will alert the clerk if anyone is unable to rejoin the session or resolve the technical difficulties.



Questions?